

## **COUNTIES**

### **INSTRUCTIONS ON FILLING OUT THE ELIGIBILITY APPLICATION FORM**

**Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.**

Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed as **Authorized Official by the County Clerk, or County Administrator on each of the six (6) pages.**
2. On a separate page; on **OFFICAL LETTERHEAD** provide a Narrative, which includes the following information:
  - Population of County
  - List of elected officials (judges, sheriff, etc.)
  - Divisions within the county (road, sheriff's department)
  - (Required with Application)**
3. Provide the RNO (Race and National Origin) profile of your service area  
Census Data which can be found at this web site:  
<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>  
Community Facts: you must enter your county information in the search box; then click GO  
Once on your county page go to:  
2017 American Community Survey  
Click on: Demographic and Housing Estimates (Age, Sex, Race, Households and Housing, ...)  
**(Required with Application)**
4. Sources of Funding  
Mill Levy which can be found at this web site:  
<https://admin.ks.gov/offices/chief-financial-officer/municipal-services/county-tax-levy-sheets>  
Financial Statemen  
Summary of current budget for the county  
**(Required with Application)**

**All pages must be signed by County Clerk, or County Administrator**

Please retain a copy for your records.

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351 Monday – Friday 8 AM to 4:30 PM.

E-mail: [fedsurplus@ks.gov](mailto:fedsurplus@ks.gov)

Fax: (785) 296-4060

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